

**MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
DEPARTMENTAL BUDGET HEARINGS  
COUNTY-CITY BUILDING  
ROOM 113  
TUESDAY, JUNE 1, 1999  
8 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman  
Bernie Heier  
Larry Hudkins  
Linda Steinman

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Kroeker, Budget & Fiscal Officer  
John Boehm, Lincoln Independent Business  
Association (LIBA) Budget Monitoring Committee  
Ann Taylor, County Clerk's Office

**COUNTY CLERK (602)**

Present were Bruce Medcalf, County Clerk; Gwen Thorpe, Deputy County Clerk and Tim Genuchi, Accounting Operations Manager.

Bruce Medcalf, County Clerk, reported that increases to the budget include:

- Data Processing (Line Item 3053) 72%
- Other Contracted Services (Line Item 3076) 400%
- Meals (Line Item 3201) 941.6%
- Lodging (Line Item 3202) 100%

Tim Genuchi, Accounting Operations Manager, explained that increases in Line Items 3053 and 3076 are primarily attributed to the Tesseract Payroll System.

Medcalf noted that increases in Line Items 3201 and 3202 reflect travel costs for training, attendance at Nebraska Association of County Officials (NACO) conferences and Genuchi's participation in the Gems Users Group Symposium.

Medcalf requested that the salary for a position currently vacant in the Records Department be retained in Regular Salaries (Line Item 1053), until a determination is made as to whether to fill the position to meet workload demands.

Campbell suggested the position be reviewed at mid-year.

In response to a question from Steinman, Gwen Thorpe, Deputy County Clerk, stated that an analysis of the Keyfile Records Management System is still being conducted.

### **GEOGRAPHIC INFORMATION SYSTEM (615) & COUNTY ENGINEER (703)**

Present were Don Thomas, County Engineer; Larry Worrell, County Surveyor; Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head, and Candy Hunt, Administrative Aide II.

Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head, reviewed the following materials (Exhibit A):

- *Geographic Information Systems (GIS) General Fund Budget Worksheet Fiscal Year 2000*
- *Geographic Information Systems (GIS) Personnel 2000 FY Budget*

Langtry noted an increase in Office Equipment Repair & Maintenance (Line Item 3553), due to Information Services' recalculated assessment of network charges, including GIS support of the ORACLE (relational database management system) server.

Langtry also noted a decrease in Temporary Salaries (Line Item 1054), due to completion of Global Positioning Satellite (GPS) fieldwork.

In response to a question from Campbell, Langtry stated the Spatial Database Engine (SDE) costs were included in the Keno Fund Budget, although performance issues have delayed the project. The GIS and Internet map servers were also upgraded. He noted that the release of software enhancements over the next year will help determine whether the SDE can perform as expected, thereby creating a need for additional ORACLE licenses.

Dave Kroeker, Budget & Fiscal Officer, recommended that \$33,070 be left in the Keno Budget for Spatial Database Engine (SDE) costs.

Langtry concurred, noting that increasing Lincoln Electric System's involvement in GIS may result in their assisting with funding of software and hardware costs.

Kerry Eagan, Chief Administrative Officer, noted that the cost of developing a uniform rural addressing system and sharing the cost of hiring an intern to inventory City and County owned property, both of which have GIS applications, are additional projects for the Keno Fund Budget.

Don Thomas, County Engineer, reviewed the following materials (Exhibit B):

- *County Engineering General Fund Budget Worksheet Fiscal Year 2000*
- *General Administration Personnel 2000 FY Budget*

Campbell questioned the amount for Overtime (Line Item 1055), noting this item has been budgeted for in past years, but not expended.

Thomas stated this expense is for the surveyors, although additional funds are not always needed.

Thomas reviewed Capital Outlay costs, noting increases in Right-of-Way (Line Item 4052) and Appraisers (Line Item 4303). He reported that Ken Sherwood, Right-of-Way Division Head, will retire in September and it may be necessary to hire appraiser reviews, on an interim basis.

Campbell inquired about capital improvement expenses under the spending lid.

Dave Kroeker, Budget & Fiscal Officer, responded there have been no changes to the lid since last year, noting that most exemptions to the lid will be covered in the Bridge and Road Fund and the Highway Fund. Decreases in land acquisition and buildings line items would result in a less tax levying ability.

In response to a question from Campbell, Thomas recommended continuation of flood insurance coverage for the building at 444 Cherrycreek Road, due to location of computer equipment at that facility.

### **COUNTY ASSESSOR (605)**

Present were Norm Agena, County Assessor, and Robin Hendricksen, Chief Administrative Deputy Assessor.

Robin Hendricksen, Chief Administrative Deputy Assessor, reported that an adjustment of \$16,000 is needed in Regular Salaries (Line Item 1053) in order to fund a payout of benefits to Jim Sargent, Commercial Real Estate Appraiser, who is retiring in August.

Hendricksen reviewed a plan for reorganization in the County Assessor's Office, noting the creation of positions for Statistical Modeling Analyst and Geographic Information System (GIS) Apprentice. He stated a decision has been made not to hire a Chief Field Deputy replacement and cost savings from this salary should essentially fund the salaries for the two new positions.

Hudkins questioned the 36% increase in Office Supplies (Line Item 2051).

Hendricksen explained this was due to an adjustment of expenses between Office Supplies (Line Item 2051) and Other Operating Supplies (Line Item 2112).

Hudkins also questioned the 29% increase in Lodging (Line Item 3202) and 33% increase in Fares (Line Item 3203).

Hendricksen stated that in the past, the OASIS Users Group paid for his lodging expenses, as he served as Chair of that organization. He indicated this will be the first year of attendance at the URISA Conference, which will focus on administration of assessment based Geographic Information System (GIS).

Campbell noted it is the County Board's practice to budget for actual costs in this category, noting that consideration will be given to coverage of costs by associations.

Miscellaneous expenses in Office Equipment (Line Item 4202), Furniture & Fixtures (Line Item 4216), Other Equipment (Line Item 4217) and Computer Equipment (Line Item 4219) were also discussed, with a suggestion that the County Assessor's office pursue warranty coverage for repairs, rather than budget for those expenses.

In response to a question from Campbell, Hendricksen reported that the cost of hits to the Internet webpage are split with the County Treasurer. This expense is included in Data Processing Service (Line Item 3053).

Steinman questioned whether personnel costs were reduced as a result of accessibility of information on the Internet.

Hendricksen responded that Temporary Services (Line Item 3091) were reduced last year as a result.

The Board requested that expenses for Appraisal Service (Line Item 3055) related to preparation of hearings before the Tax Equalization and Review Commission (TERC) be moved to the Board of Equalization Budget.

The Board also requested the County Assessor to provide a listing of fleet vehicles, mileage and maintenance for review.

### **ATTENTION CENTER (678)**

Present were Dennis Banks, Attention Center Director; Michelle Schindler, Attention Center Deputy Director, and Judy Foote, Administrative Aide.

Dennis Banks, Attention Center Director, reported that significant increases to the budget include:

- Temporary Salaries (Line Item 1054) 28%
- Data Processing Service (Line Item 3053) 399% (This increase is attributed to the Attention Center's maintenance of the PRIME Inmate Management System for a six month period)
- Client Food (Line Item 3352) 17%

Campbell noted that 2.6 full-time positions were added last year, with no apparent reduction in on-call and temporary costs.

Banks stated that is correct, noting that a number of juveniles have mental health problems that require one-on-one staff attention. He also noted that on-call staff are required to cover absences so that staff can attend required training.

Brief discussion took place on hiring difficulties, with a suggestion that the Attention Center institute a continual hiring process, similar to that of the Corrections Department.

Banks noted that no funds are currently budgeted for Boarding Contracts (Line Item 3060), although there will be an associative cost if dangerous juvenile felons are transferred to outside resources, such as the Douglas County Youth Center or Youth Confinement Facility in Omaha, rather than the Lancaster Corrections Facility.

Banks also reviewed *Attention Center FY00 Budget Request - Notes and Concerns* (Exhibit C), noting these additional funding requests:

- \$10,500 in Regular Salaries (Line Item 1053) for reclassification of two Juvenile Care Specialists positions
- \$21,968 in Educational Services (Line Item 3064) to reallocate the Educational Coordinator's time at the Attention Center from 74% to 100% (This item is fully reimbursable)
- \$20,000 in Rent Buildings (Line Item 3604) to cover cost of a full-time cleaning staff position
- \$ 7,102 in Vehicles (Line Item 4201) for lease purchase of a automobile

Banks also presented the following materials (Exhibit D):

- *Attention Center Transition and Activation Budget Proposal*
- *Transition and Activation Proposed Budget, Breakdown Cost for FY2000 & FY2001*
- *Lancaster County Comprehensive Juvenile Justice System Study, Project Budget, Phase III - Transition and Activation*
- *Lancaster County Comprehensive Juvenile Justice System Study, Project Approach, Three Phase Work Plan*

Campbell requested Banks to review the following line items to identify any transition costs:

- Meals (Line Item 3201)
- Lodging (Line Item 3202)
- Airfare (Line Item 3203)
- Mileage (Line Item 3204)

Board consensus to schedule further discussion of transition costs on the agenda for the June 17<sup>th</sup> County Board Staff Meeting.

## **LANCASTER MANOR (061)**

Present was Larry Van Hunnik, Lancaster Manor Administrator.

Van Hunnik briefly reviewed the following:

- *Budget Year 1999-2000, Lancaster Manor* (Exhibit E)
- *Lancaster County Leasing Corporation, (Lancaster Manor Project), Series 1998 Bonds, Debt Service Schedule* (Exhibit F)
- *Fixed Cost Components of Service Revenue Per Diem* (Exhibit G)
- *Renewal Replacement Obligation, 1998-1999* (Exhibit H)

Van Hunnik stated that the budget was based on a 96.6% occupancy rate. He estimated that of those 283 beds, 273 will be filled with Medicaid patients and 10 with private pay patients. Van Hunnik noted there are currently 18 private pay patients in Lancaster Manor, several of which are in a spend-down capacity.

Van Hunnik briefly reviewed expenditures, noting that approximately 79% of the budget is attributed to salary and benefits.

Dave Kroeker, Budget & Fiscal Officer, stated a 3% Cost of Living increase is built into Lancaster Manor's budget, unlike other agencies, to allow for cost reimbursements.

Van Hunnik stated it is difficult to attract and retain nursing assistant staff at the current salary range, resulting in increased use of temporary services. He reported that Lancaster Manor is currently at the bottom of the pay scale in the community for those positions and the Personnel Department has been requested to increase the salary range to keep Lancaster Manor competitive.

Van Hunnik indicated that a central office expense was not included in the budget, as principal payments are currently greater than interest payments, resulting in decreased reimbursement from the State. He noted the State has questioned whether there will be any retroactivity in the coming year, which may make it necessary to access funds in the Renewal and Replacement Fund.

Van Hunnik briefly reviewed a report from Seim, Johnson, Sestak and Quist, LLP, Certified Public Accountants (included in *Lancaster County Proposed Budget FY 1999-2000*), recounting the history and use of the Renewal and Replacement Fund.

In response to a question from Kroeker, Van Hunnik stated there is no cap on fixed costs.

Van Hunnik reported that painting of building trim and replacement of veneer on closets and doors in residents rooms and the dining room are the largest capitol outlay items under Repair/Improvement to Buildings (4102).

Kroeker reported a Renewal and Replacement Fund balance of \$3,977,412.85, as of May 28, 1999. Outstanding obligations total \$113,706.27 for Fiscal Year 1998-1999. He noted that obligations totaling \$245,513.00 are indicated for Fiscal Year 1999-2000.

Van Hunnik asked whether the Central Services Costs (Line Item 3428) could be deferred until retroactivity is determined, in February or March of 2000.

Kroeker suggested Lancaster Manor direct a portion of its cash balances toward Central Services Costs, with review at mid-year. He noted that even if retroactivity does not occur, the State will provide reimbursement for indirect costs, which may be used for other purposes.

Van Hunnik stated that is correct, noting that reimbursement of those indirect costs is placed in the Renewal and Replacement Fund to fund depreciation. He voiced concern that if Lancaster Manor does not receive approximately \$200,000 in retroactivity funds, cash fund balances will not be sufficient to fund principal payments once the County deducts its portion of indirect costs.

Kroeker noted that any cash fund balances in excess of \$700,000 are typically placed in the Renewal and Replacement Fund at the end of June.

Van Hunnik estimated that \$300,000 to \$400,000 will be replaced in the Renewal and Replacement Fund in Fiscal Year 1998-1999.

Campbell suggested a review of Lancaster Manor's cash fund balances at the end of June, with a final decision on the budget in July.

The Board notified Van Hunnik that a decision has not been reached on final disposition of the Attention Center facility at 2220 S 10<sup>th</sup> Street.

Campbell questioned whether the Lancaster Manor Foundation could purchase the building and lease it back to the County.

Van Hunnik indicated that a legal opinion would be needed.

Kroeker asked if the Lancaster Manor Foundation could fund the purchase of a refrigerator (Line Item 4214) and microwave oven (Line Item 4217), currently shown as capital outlay items in the Renewal and Replacement Fund budget.

Van Hunnik responded that the foundation has been reluctant to purchase staff-related items in the past, noting these are considered reimbursable expenses.

### **COUNTY COURT (622)**

Present was Judith Leech, County Court Judicial Administrator.

Judith Leech, County Court Judicial Administrator, briefly reviewed the County Court Budget, noting the following:

- The State of Nebraska will assume costs for Interpreters (Line Item 3424) as of September 1, 1999, which will reduce the budget request to \$8,000 for the months of June, July and August. Beginning June 3<sup>rd</sup>, arraignments requiring interpreter services will be restricted to certain days.
- An increase of 23% is projected for Legal Services (Line Item 3052). Costs for Fiscal Year 1998-1999 will exceed the budgeted amount of \$65,000.
- A reduction of \$5,500 is anticipated in the amount indicated for Duplicating Equipment (4203).

Campbell noted that funds have been set aside in the Keno Fund Budget to hire an indigent screener for the County, District and Juvenile Courts. She noted a determination needs to be made as to where this position will be located, supervision of the position and responsibility for writing the job description.

Leech reported that Dennis Keefe, Public Defender, developed a job description for an indigent screener several years ago. She noted that the County Court Judges indicated, at that time, that in their estimation the position was not necessary.

The Board requested Leech to schedule a meeting between the County Board Chair; County Board Vice-Chair; Dennis Keefe, Public Defender, and the County Court Judges to discuss the issue.

Campbell stated that she will seek an appointment with Nebraska Supreme Court Chief Justice John Hendry to discuss the State Indigent Task Force's recommendation that the Chief Justice develop indigency guidelines. She noted that she will indicate in that meeting that Lancaster County is willing to serve as a pilot program.

### **EXTENSION OFFICE (645)**

Present were Gary Bergman, County Extension Agent; Larry Stoll, Administrative Aide, and Galen Suhr, County Extension Board.

Gary Bergman, County Extension Agent, briefly reviewed the budget noting the following:

- A 14% increase in Regular Salaries (Line Item 1053), due to a grant with Nebraska Department of Environmental Quality for the Lincoln Public Schools Recycling Program.
- A 65% increase Duplicating Machines (Line Item 3606), due to expiration of copier lease.
- A 14.4% decrease in Other Miscellaneous Fees (Line Item 3412), due to completion of testing and research related to interlocal agreements.

In response to a question from Campbell, Bergman stated that \$13,000 microcomputer request was included in Office Equipment (Line Item 4202).

Campbell suggested that County Extension work with Information Services to develop a multi-year microcomputer plan.

Larry Stoll, Administrative Aide, reported that a University of Nebraska computer technician is on staff, as a result of ties with that institution, eliminating the need for a maintenance agreement with Information Services.

Bergman also distributed *What's Happening as a Result of Character Counts! in Lancaster County* (Exhibit I), an educational program that promotes youth character development.

### **HUMAN SERVICES & JUSTICE COUNCIL (837)**

Present was Kit Boesch, Human Services Administrator.

Kit Boesch, Human Services Administrator, briefly reviewed the following materials (Exhibit J):

- *Human Services/Justice Council - Annual Review*
- *Human Services Mission Statement*
- *1999-2000 Objectives*
- *Specific Objectives, Lincoln-Lancaster Human Services Office, Year 2000*

Campbell asked whether the Low Income Transportation grant could be administered by the Department of Urban Development.

Boesch explained that Urban Development had indicated a lack of sufficient resources to provide monitoring of the fund and the extensive reporting required of StarTran.

Steinman suggested that administration of the Low Income Transportation grant be scheduled for discussion at the Joint Budget Committee (JBC).

In response to a question from Campbell, Boesch stated that funding of the Restorative Justice Proposal, a pilot program for Cedars Juvenile Diversion Services and the Lincoln-Lancaster Mediation Center to develop a victim-offender mediation program, is provided for as follows:

- \$25,000 Juvenile Accountability Incentive Block Grant Funds
- \$17,500 Keno Fund Budget

Boesch noted that, in the future, offenders whose victims have elected not to participate in the mediation process will be referred directly to Lincoln Action Program, rather than the Lincoln-Lancaster Mediation Center.

The Board requested Kroeker to send a memorandum to each agency receiving funding through state or federal grants, requesting a funding schedule of full-time employees provided as a result of those grants and the date program funding becomes a responsibility of the County.

The Board also requested Boesch to prepare a listing of grants, noting duration, affected agencies and the party responsible for overseeing the grant, for annual review by the Board.

Campbell suggested that each agency working directly with youth be required to provide the County Board information detailing their recidivism rates for program review.

Boesch briefly explained the duties of the grants administrator, budgeted for in Consulting Services (Line Item 3057).

Kroeker noted that additional tracking of the flow of grant funds through the County's budget is needed.

In response to a question from Heier, Kroeker explained that coding of Boesch's salary needs to be adjusted on her Personnel Action (PA) form to reflect Official's Salary (Line Item 1051), rather than Regular Salaries (Line Item 1053).

### **GENERAL FUND MISCELLANEOUS - JUSTICE SYSTEM (628)**

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed the budget, noting the following:

- \$325,000 for Attention Center Transition Costs
- \$364,890 for Contingency (Alternatives to Detention and Grant Match Funds)
- \$42,000 for County Sheriff - New Radios (Increase of \$30,000 at the request of the County Sheriff)
- \$30,000 for County Sheriff - Mobil Data Terminals (Increase of \$15,000 at the request of the County Sheriff)

### **ADULT PROBATION (672)**

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed the budget, noting that a request for typewriters is included in Office Equipment (4202). He stated the State of Nebraska requires reporting from the probation officers, but is no longer required to provide them with computer equipment, due to legislative change.

The Board requested that representatives from Adult, Juvenile and County Court Probation appear at the June 15<sup>th</sup> Budget Hearing to discuss their budgets.

The Board also requested Kroeker to review the law and contact Douglas and Sarpy County to determine their policy with regards to funding of office equipment for the probation offices.

## **OTHER BUSINESS**

The Board requested Kroeker to contact Waverly Mayor Ron Melbye regarding Waverly's plans to establish its own fire district, and provide him with an explanation of how the Waverly Rural Fire District is included with other rural fire districts in the allocation of up to fifteen cents of the County's levy.

**NOTE:** Budget documents discussed are included in *Lancaster County Proposed Budget FY 1999-2000*. (On file in the County Clerk's Office)

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Bruce Medcalf  
Lancaster County Clerk